

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

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EMS TRANSMISSION

Information Bulletin No. HR-2002-100

To: Directors, BC, HR, NI and ST  
State Director, Colorado  
BIA, WO/Field Liaison Officer

From: Director, National Human Resources Management Center

Subject: Ethics Training

As a reminder, per memorandum HR-2002-50, dated May 1, 2002, and as required, all covered BLM employees are to *receive a verbal ethics presentation during this calendar year (January 1, 2002, through December 31, 2002).*

Six ethics training sessions will be offered to all covered employees and employees interested in receiving ethics training for calendar year 2002. These sessions will be offered at the Denver Federal Center, in Building 50, in the **East/Center/West conference room**. The presenter will be Teresa Milner, Assistant Ethics Counselor. The training will cover Executive Order 12674, Frequent Flyer Miles, and Financial Disclosure. Additionally, the training will fulfill covered employees ethics training requirement. If you have employees who have not yet received ethics training for calendar year 2002, I encourage you to support their registration for one of these six sessions. The dates and the times for these six sessions are below:

- **Thursday, September 19, 2002, from 9:30 a.m. to 11:00 a.m.**
- **Thursday, September 19, 2002, from 1:30 p.m. to 3:00 p.m.**
  - Registration closes Thursday, September 12, 2002
- **Wednesday, October 16, 2002, from 9:30 a.m. to 11:00 a.m.**
- **Wednesday, October 16, 2002, from 1:30 p.m. to 3:00 p.m.**
  - Registration closes Wednesday, October 9, 2002
- **Wednesday, November 13, 2002, from 9:30 a.m. to 11:00 a.m.**
- **Wednesday, November 13, 2002, from 1:30 p.m. to 3:00 p.m.**
  - Registration closes Wednesday, November 6, 2002

Employees may register for one of the above training sessions by e-mailing Teresa Milner at [Teresa\\_Milner@blm.gov](mailto:Teresa_Milner@blm.gov), or Colleen Smith at [Colleen\\_Smith@blm.gov](mailto:Colleen_Smith@blm.gov).

To assist in the determination of covered employees, attached is a list of employees who may be required to have ethics training. Some of these employees may have already completed training for calendar year 2002; however, this list is not an all-inclusive list. There may also be other employees who need ethics training. Additional information about who is required to receive annual ethics training can be found in Memorandum HR-2002-50.

If you have any questions about these training sessions or ethics training requirements, please contact Teresa Milner at (303) 236-3569, or [Teresa\\_Milner@blm.gov](mailto:Teresa_Milner@blm.gov).

Signed  
Linda D. Sedbrook  
Director, NHRMC

Authenticated  
Luron Porter  
Staff Assistant

Attachments

1 – List of Employees (10 pp)

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